

ARIZONA SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS  
EDUCATION SERVICES DIVISION

**POLICY TITLE:** Officer Safety Training  
Examinations

**DATE ADOPTED:**  
December 2, 2003  
August 19, 2008

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**PURPOSE:** The Committee on Probation Education, in accordance with the Arizona Code of Judicial Administration – Section 6-107; Safety Training and Section 6-113:– Firearms Standards to implement a Defensive Tactics and Firearms Program.

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1. The Lead Instructor will perform the proctor duties for this procedure and is responsible for the safety and security of the exam.
2. Each participant will receive:
  - a. A No. 2 pencil
  - b. Test packet - test, answer sheet, and answer sheet directions
  - c. An overall academy evaluation and instructor evaluations
3. The Lead Instructor should instruct officers to do the following:
  - a. Complete the vital information form (last four digits of their social security number, date of birth, county and race) with instructions from the Lead Instructor
  - b. Tell participants to turn in their test, signed test answer sheet and evaluations when finished.
4. The Lead Instructor shall:
  - a. Collect test answer sheets and tests and separate them in numerical order.
  - b. Ensure that all tests have been collected.
  - c. Collect evaluations and separate Overall Evaluation and Instructor Evaluations – ensure that all participants have turned in all evaluations.
  - d. Give participants COJET Certificate after ensuring all materials have been collected.
  - e. Place test answer sheets, evaluations, practical exams and incident reports into the academy packet and mail or transport to the Judicial Education Center for grading.

5. Upon receipt of the packet from the Lead Instructor, the written test, answer sheets and tests will be graded at the Judicial Education Center by a staff member of the Probation Unit. After the tests have been scored, any failures will additionally be hand graded for accuracy. The Director/Chief of the involved Department and the Department Safety Coordinator shall be notified of the failure.
6. The officer may receive remediation by a qualified Defensive Tactics or Firearms instructor dependant upon the failed subject of the training. The officer will be allowed up to 60 days before retesting. At any time during that period, the Department may notify the Officer Safety Education Specialist that the officer is ready to The Officer Safety Education Specialist shall arrange a date for retesting at the Judicial Education Center. The Officer Safety Education Specialist or an instructor qualified in the subject matter, designated by the Officer Safety Education Specialist, shall proctor the retest.
7. The test will be graded at the Judicial Education Center and the results will be forwarded to the Chief/Director and the Safety Coordinator of the Department.
8. If the officer fails the written test a second time, the Chief/Director may:
  - determine if the officer shall attend another 40 hour Defensive Tactics Academy or;
  - Review the assignment of the officer and take action consistent with ACJA, Section 6-106: Personnel Practices (J) (2) (d).